

TAS APARTMENT CHECK IN PROCEDURES

Prior to Move in Day:

- 1) Tour of the apartments.
- 2) Work with student's counselor to access self-care and active daily living skills.
- 3) Background check.
- 4) Mail or email a copy of the "Student Welcome Letter" and "Apartment Agreement" form and ask student to read prior to their arrival. In Welcome Letter, give date & time of move in.
- 5) A week before, call student to see if they have any questions. If they have not read the student Welcome Letter, go through the "what to bring" list with them. Encourage them to read agreement form. **Tell them verbally that you will be meeting them at DSBVI prior to going to the apartments to sign paperwork and issue keys.**
- 6) Communicate to all roommates that a new person is moving in.
- 7) Ensure bedroom, mattress pad, bathroom, fridge, and kitchen area is clean. This is a good time to access vacuum. Empty and clean if necessary.
- 8) Make copy of agreement form.
- 9) **Make sure key and FOB work.** Ensure the key ring tag has readable print and Braille.
- 10) Work with TAS supervisor to pick a mentor. Speak with the mentor about responsibilities.

Move in Day:

- 1) Meet with student prior to going over to the apartments. Ask if they have read the apartment agreement. If not, then read the entire document with them. If they have, then review the following with them:
 - a. Page 2 rule 4. Explain that the apartment manager will do cleaning checks once a week, typically Tuesday during discussion. The apartment check list is in the apartment manual and can also be downloaded onto a Victor Reader.
 - b. Page 2 rule 6. Call in absences
 - c. Does student smoke? If yes, review smoking policy. Bottom of page 2 rule #2
 - d. Page 3 rule #8 & 9. Visitor policy and no one allowed in hallway or bedrooms (exception: move in and move out)
 - e. Page 4 rule #16. Review long distance calls. This is typically not an issue if they have a cell phone.
 - f. Page 4 rule #17. Lost key/**FOB** rule. \$35 for lost key, \$50 for lost FOB. PLEASE report immediately if either is lost.
 - g. Must be full time student to live in apartments. Excessive absences result in the loss of the privilege of living there.
- 2) Have student sign Agreement form. Ask student if they would like a copy. Have apartment manager or staff sign both forms. Give copy to TAS executive secretary.
- 3) Meet student at the apartment and do the following:
 - a. **Have them use the FOB on both doors independently. Tip: Pull on handle and push after you scan the FOB.**

- b. Show them their kitchen area and refrigerator. Plates/cups/silverware, etc.
- c. Have them independently unlock their own door to their bedroom. They can arrange furniture how they want. Must use the provided mattress pad cover to protect mattress. It is off the mattress to ensure it is clean.
- d. Show them the door to the bathroom and how it locks from their room. This ensures roommate will not have access to room. Only person that has access to your room is apartment manager.
- e. Show them bathroom. Their side of the sink and storage behind door.
- f. Show them where the apartment manual is located. It lists important numbers, daily/weekly cleaning expectations.
- g. Explain that they there will be a Mentor to show them how the oven, microwave, washer/dryer, vacuum, and other appliances operate. If this information is not given or they need a refresher, please encourage them to advocate for themselves and ask the apartment manager to come and show them.
- h. Explain that they have until 1:00pm to move their stuff in, get familiar with the apartment and rest. Give them a number to call if they have any questions or need someone to meet them to walk over prior to their meeting with Adam.

Follow Up:

- 1) Maintenance Check. Do they know where their closest bank is and how to deposit their card?
- 2) Work with home management teacher on folding money, ATM, etc.
- 3) Mentor is walking to/from apartment in the morning and after school.
- 4) Mentor is eating lunch with them the first few weeks.
- 5) They know how to sign into Capnet wi-fi at the apartments.
- 6) They know when discussion class is each week.
- 7) Exempt from first cleaning check. Follow up to make sure they are on the cleaning rotation the following week. Ask if they have any specific questions on how to do jobs: sweeping, mopping, vacuuming, cleaning bathroom, rooms, etc.
- 8) Check-in daily the first few weeks either through text or calls to see how they are doing okay emotionally.

Updated 6/2015 by Marla Palmer